

Application Format for Assistant Professor/Tutor

Applicant
 Pass Port size
 Self Attested
 Photo

Name of the College/ Institution: _____

Application form for the post of _____

Advertisement No. _____ Dated : ____ / ____ /202

IMPORTANT: Before filling in the form please read the form, instructions and qualifications carefully.

INSTRUCTIONS TO APPLICANTS :

- (i) The candidate should submit the **Two Hard copy of application form (1 for College copy and 1 for University Copy)** with all the self attested documents to **College/ Institute Name** _____ on or before _____
- (ii) e _____
- (ii) Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the advertisement.
- (iii) Separate application is required for each post.
- (iv) Those who are already in employment should forward their applications through proper channel.
- (v) If any column is not applicable to the candidate, write **“Not Applicable”**.
- (vi) Incomplete application shall be summarily rejected.
- (vii) **Documents attached with the Application forms must be in sequence as mentioned in application form.**

1.	Name in full : Mr./Mrs./Ms./Dr. (In Block letters)	
2	Date of Birth	
3	PAN Card No.	
4	AADHAAR Card No.	

5. Full Name and Address for correspondence (In Block Letters)

Name		Dist.	
City		State	
Pin code		Mobile No.	
Tal.		E-Mail ID	

5. Educational Qualifications: Examinations passed (Self attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

Sr. No	Examination Passed	Principal Subject	Name of the University or Examination Body	Percentage and Class	Year And Month of Passing	Encl. page No.
1	2	3	4	5	6	7
1	S.S.C					
2	H.S.C.					
3	U.G (Specify Degree)			Consolidated marks		
4	P.G (Specify Degree)			Consolidated marks		

5	M.Phil.			Notification number and date		
6	Ph.D.			Notification number and date		
7	Title of Ph.D. Thesis					
8	GSLET					
9	NET					

(6) Past Experience: (Teaching, Laboratory, Industry etc.)

Full Name and Address of the Employer where Employed	Designation (Type of work)	Date of joining	Date of Leaving	Total Experience		Grant-in Aid/ Self Finance/ Private/ Industry	Full time/ Part time/ Adhoc	Basic Pay and Pay Scale or Fixed pay	Encl. page No.
				Year	Month				
1	2	3	4	5	6	7	8	9	10

(7) Present Position

Full Name and Address of the Employer where Employed	Designation	Nature of work	Grant-in Aid/ Self Finance / Private	Full time/ Part time/ Ad hoc	Basic Pay or Pay Band and A.G.P. OR Fixed Pay	Date of appointment	Encl. page No.

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Place	
Date	

Signature of the Applicant

Note : All Copies of Marksheet / Certificates should be self attested, List of enclosures attached by the applicant should be arranged strictly in the following order. **Please tick (√)**

Sr. No.	Details Enclosed with Application Form	(√)	Encl. at Page No.
1.	Main Application form with photograph.		
2.	Caste Certificate (If necessary)		
3.	Higher Secondary School Leaving Certificate.		
4.	S.S.C. / H.S.C. all mark sheets.		
5.	Graduation - all mark sheets and Degree Certificate.		
6.	Postgraduate - all mark sheets and Degree Certificate.		
7.	M.Phil. - mark sheets and Notification.		
8.	Ph.D. Notification and Degree Certificate.		
9.	Ph.D. Equivalence certificate (2009/2016)		
10.	GSLET - Passing Certificate.		
11.	NET - Passing Certificate.		
12.	B.Ed./ M.Ed. - all mark sheets and Degree Certificate.		
13.	PAN Card/ Aadhaar Card		
14.	Testimonials / Experience Certificates.		
15.	Other details if need as per advertisement /Post		